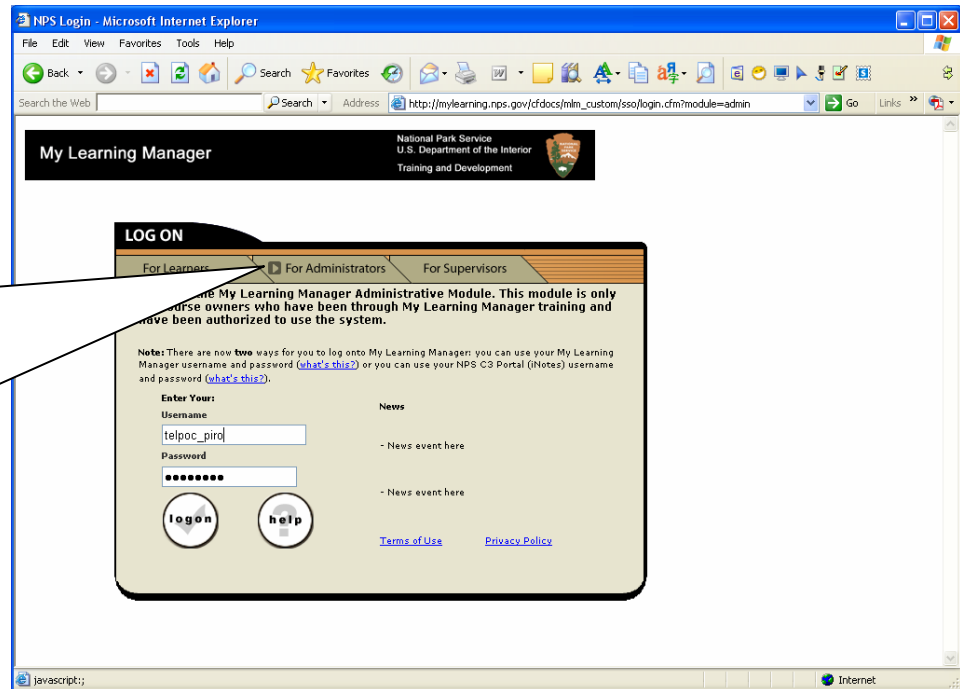
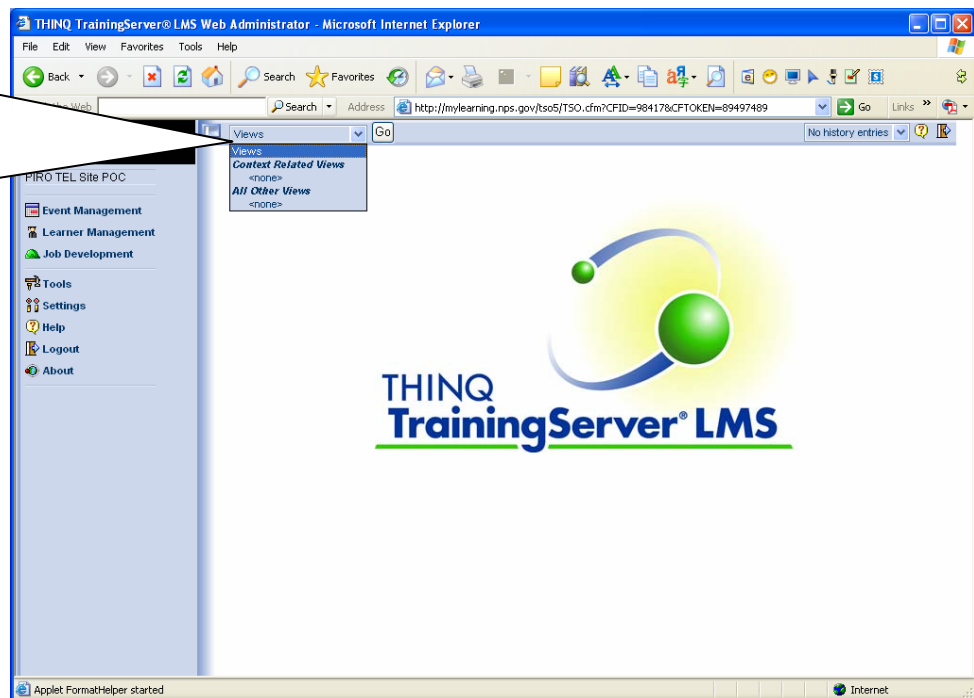


CREATING YOUR TEL EVENT VIEWS IN MY LEARNING MANAGER

At the logon screen, make sure you are on "For Administrators" tab, type in your TEL POC username and password then click on the logon button

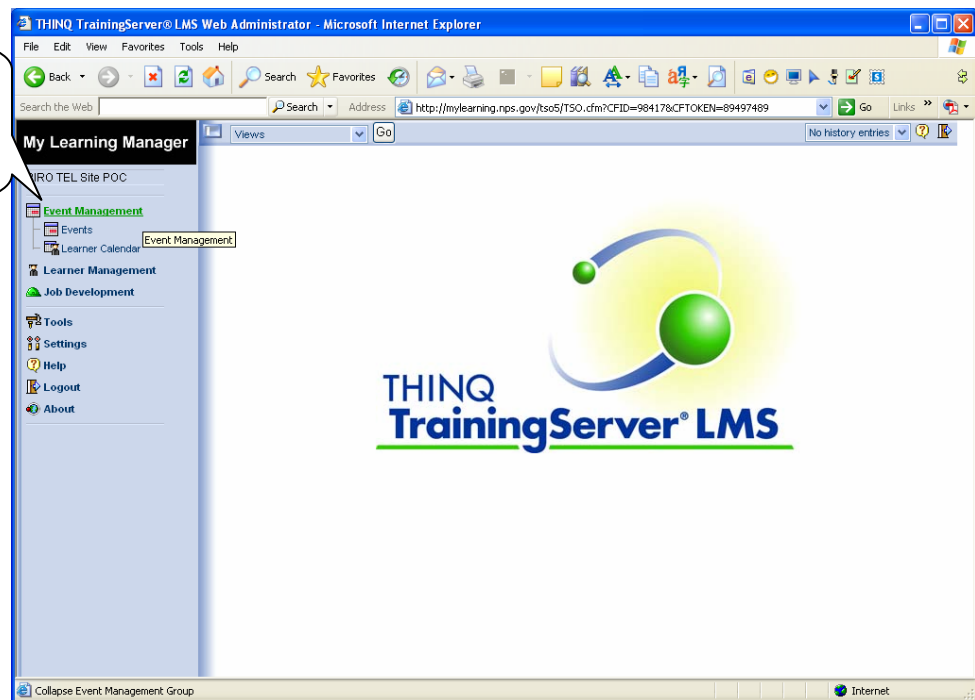


This is the first screen you will get when you log on as a TELPOC. Notice when you click on the Views drop down menu and there are no Views to select

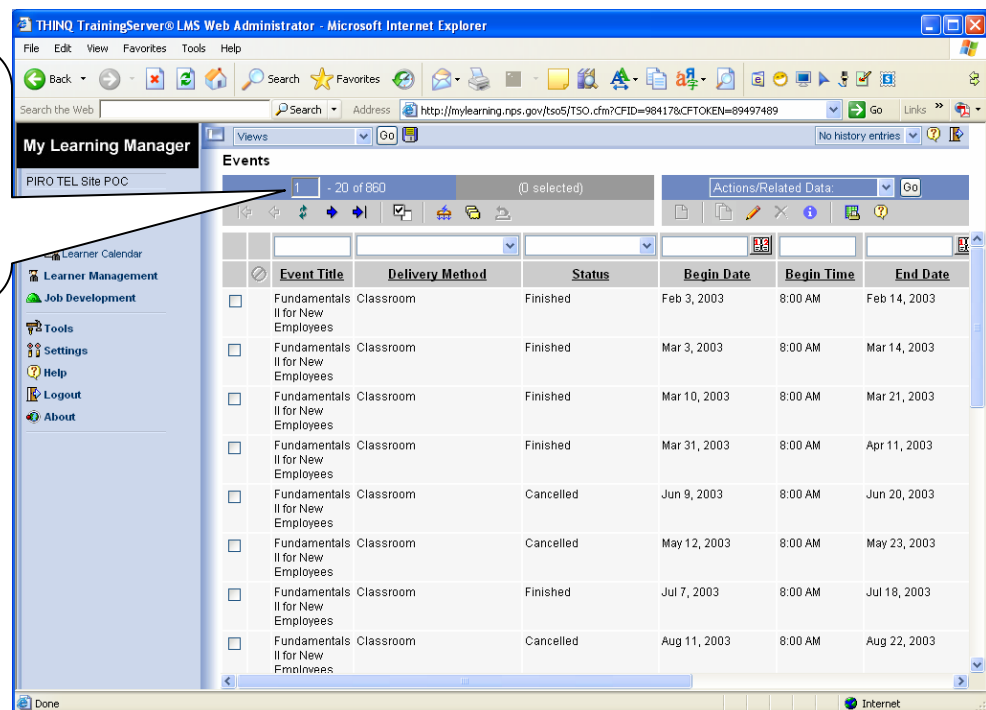


On the following pages, you will be adding 4 Views and setting up your default Home Page.

Click on
Event Management
then click on Events



Notice that there is
1-20 of 860 events.
This is why we
isolate our TEL
events by
creating “Views”.



1. This next screen you will begin to set up the View where you “Register Your Site”.

#1 Select TEL-Interactive for Delivery Method

#2 Select Draft for Status

#3 Type in TELPOC

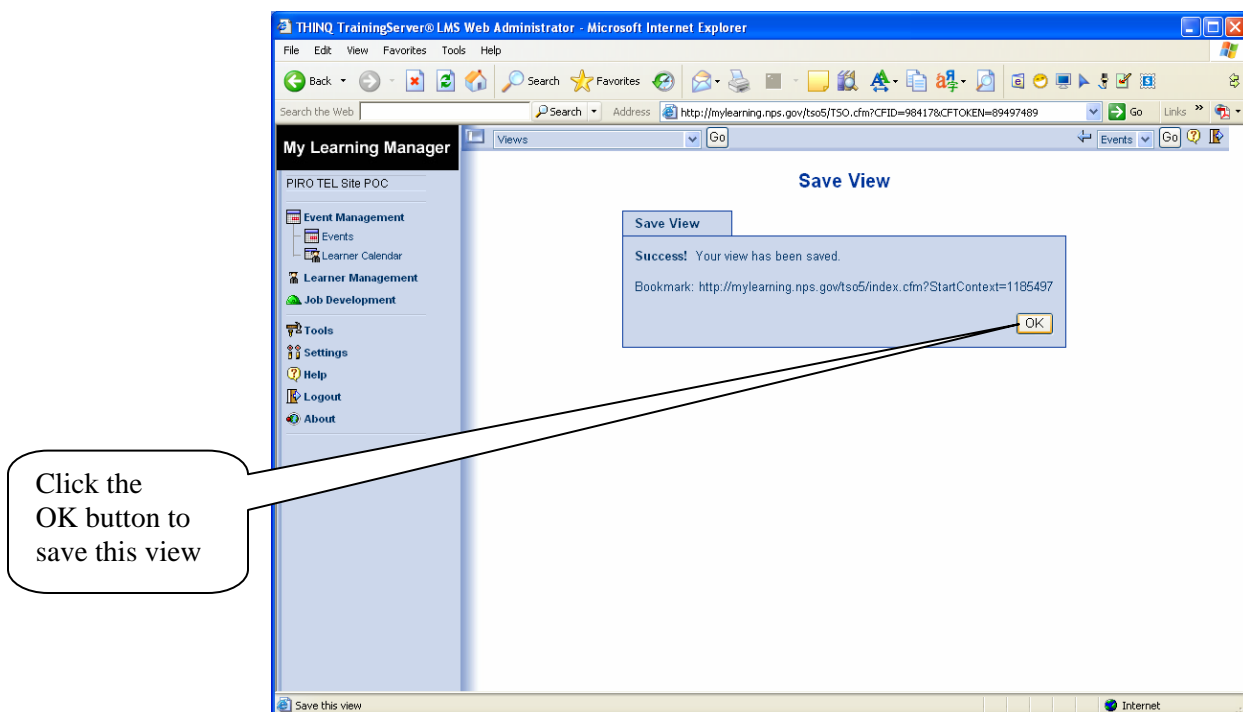
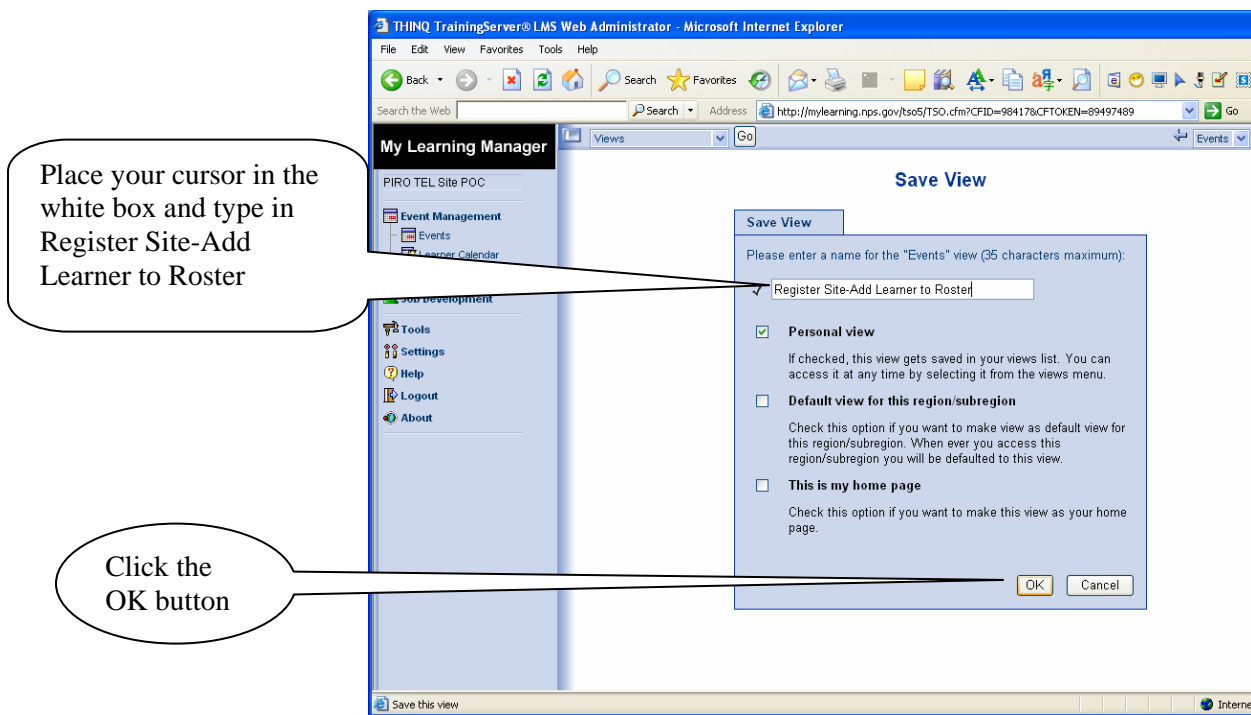
#4 Place your cursor on “Begin Date” so it turns green and do a left click on your mouse

Delivery Method	Status	Begin Date	Begin Time	End Date	Location Code
TEL - Interactive	Draft				TELPOC
Is Classroom	Finished	Feb 3, 2003		Feb 14, 2003	HOAL
Is Classroom	Finished	Mar 3, 2003	8:00 AM	Mar 14, 2003	HOAL
Is Classroom	Finished	Mar 10, 2003	8:00 AM	Mar 21, 2003	HOAL
Is Classroom	Finished	Mar 31, 2003	8:00 AM	Apr 11, 2003	HOAL
Is Classroom	Cancelled	Jun 9, 2003	8:00 AM	Jun 20, 2003	HOAL
Is Classroom	Cancelled	May 12, 2003	8:00 AM	May 23, 2003	HOAL
Is Classroom	Finished	Jul 7, 2003	8:00 AM	Jul 18, 2003	HOAL
Is Classroom	Cancelled	Aug 11, 2003	8:00 AM	Aug 22, 2003	HOAL

You will now see all the TEL events currently available to register your site, there are 1-20 of 36.

Click on the disk icon – you will “Save this View”

Event Title	Delivery Method	Status	Begin Date	Begin Time	End Date
PM - Personal Protection Equipment	TEL - Interactive	Draft	Feb 15, 2005	2:00 PM	Feb 15, 2005
AM - Personal Protection Equipment	TEL - Interactive	Draft	Feb 15, 2005	10:00 AM	Feb 15, 2005
LEGAL UPDATE	TEL - Interactive	Draft	Feb 23, 2005	11:00 AM	Feb 23, 2005
LE REFRESHER MSCL-3HRS	TEL - Interactive	Draft	Feb 23, 2005	4:00 PM	Feb 23, 2005
NPS MEDIA RELATIONS,NPS,LE, AND MEDIA RELATION TACTICS	TEL - Interactive	Draft	Feb 28, 2005	10:00 AM	Feb 28, 2005
Leave Administration: The Mystery Unraveled	TEL - Interactive	Draft	Mar 3, 2005	11:30 AM	Mar 3, 2005
Hiring Flexibility: Navigating Through the Hiring Process	TEL - Interactive	Draft	Mar 4, 2005	1:30 PM	Mar 4, 2005
Interview Skills for Supervisors: Finding	TEL - Interactive	Draft	Mar 7, 2005	2:00 PM	Mar 7, 2005

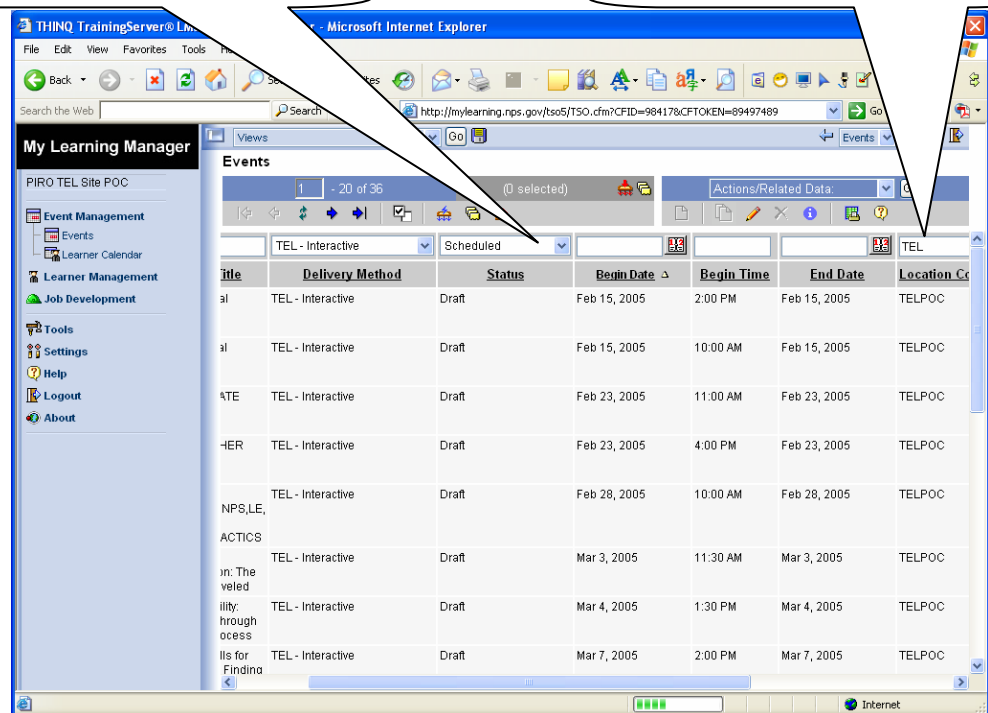


Congratulations! You just created and saved your first View – where you register your site.

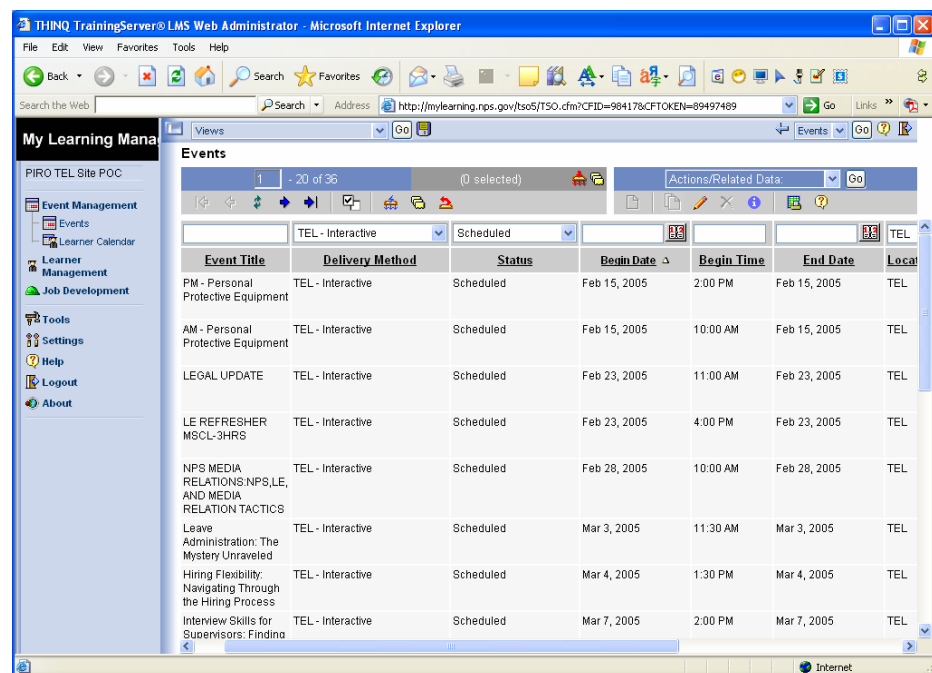
2. This next screen you will begin to set up the View where you “Add Employees before the Course”.

#1 Change the Status to Scheduled

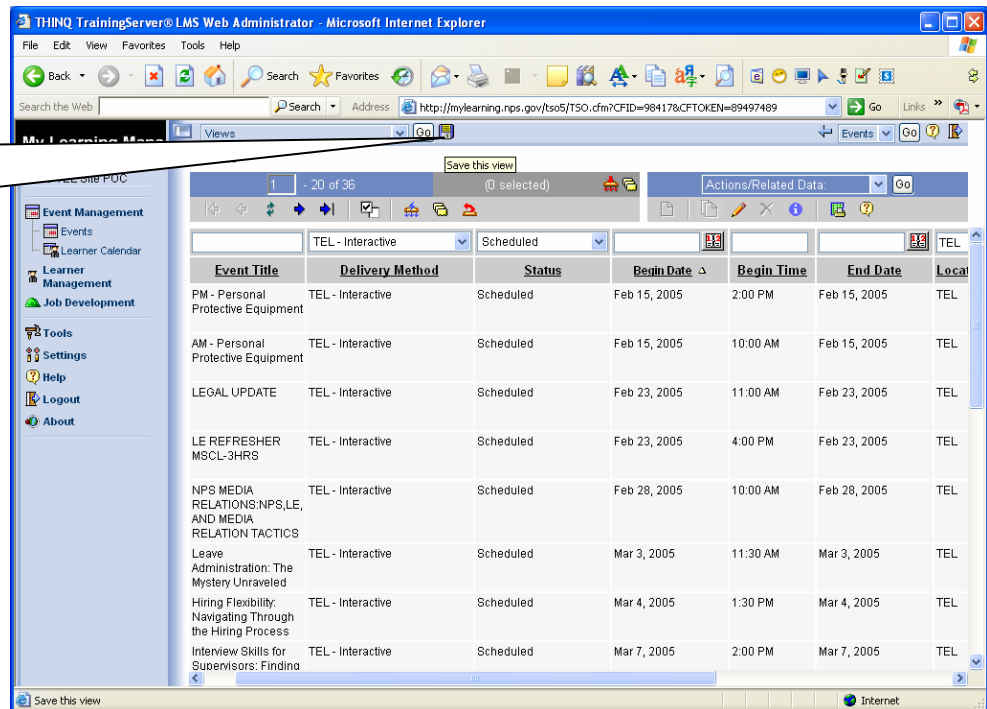
#2 Type in TEL and press enter



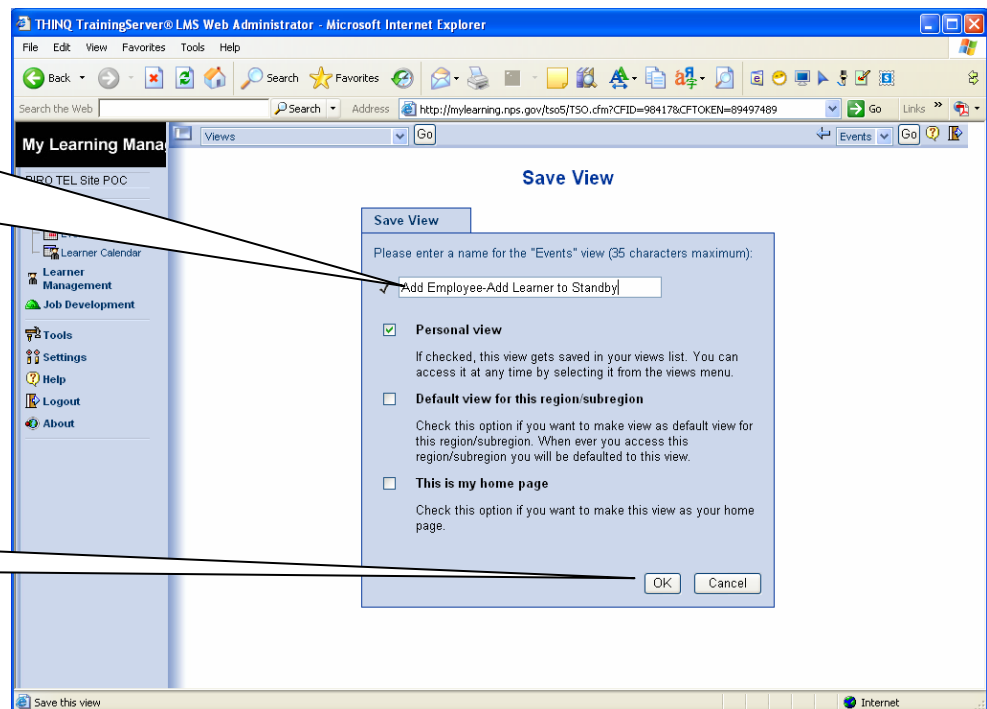
You will now see all the TEL events currently available to register employees, 1-20 of 36.



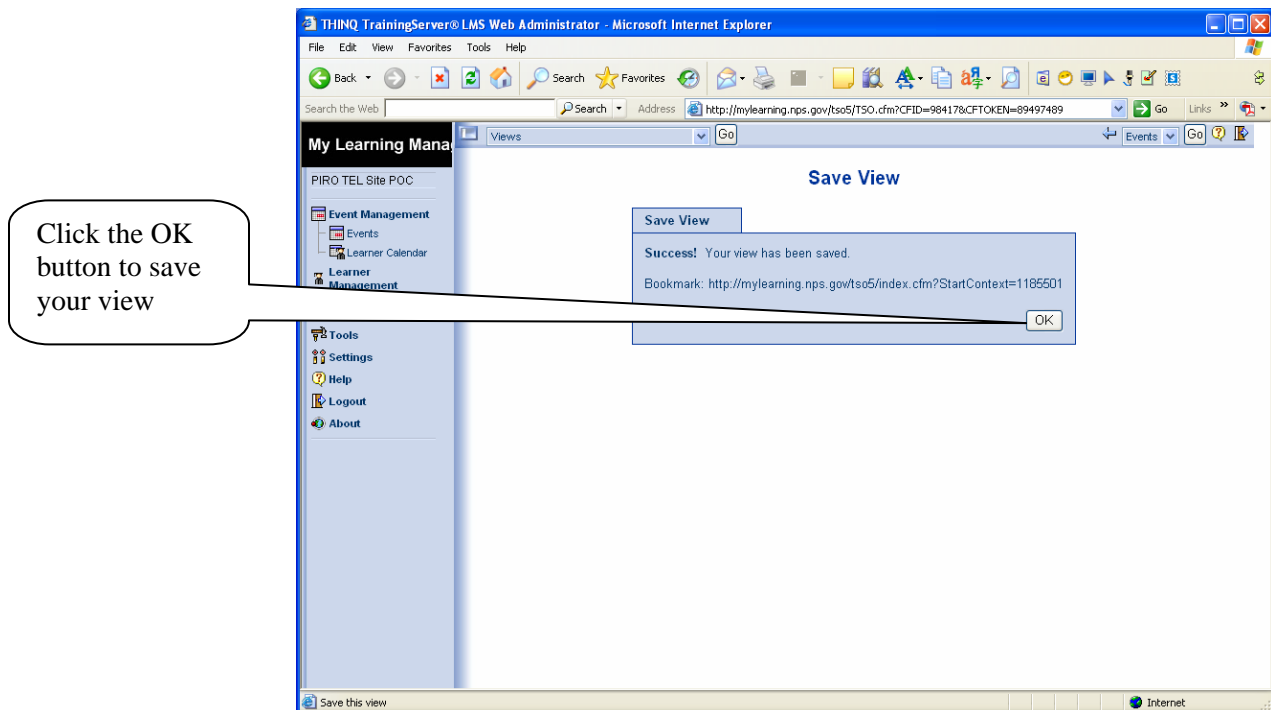
Click on the disk icon – you will “Save this View”



Place your cursor in the white box and type in Add Employee-Add Learner to Standby



Click the OK Button



Congratulations! You just created and saved the View where you add employees!

3. This next screen you will set up the View where you finalize the roster – Finished Events.

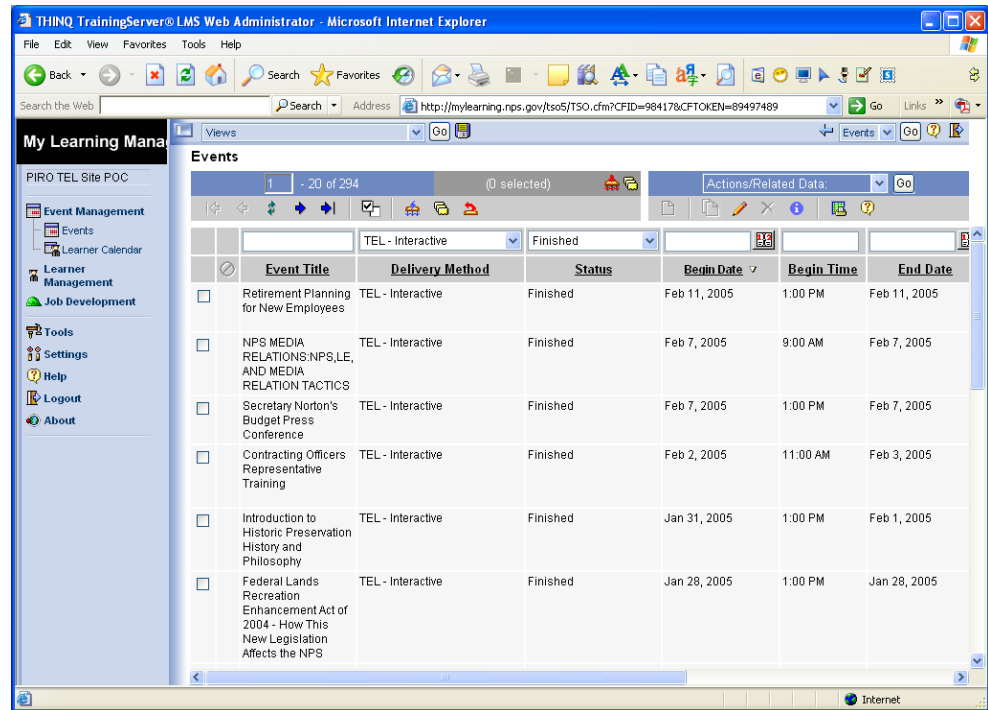
#1 Change the Status to Finished

#2 Click on Begin Date

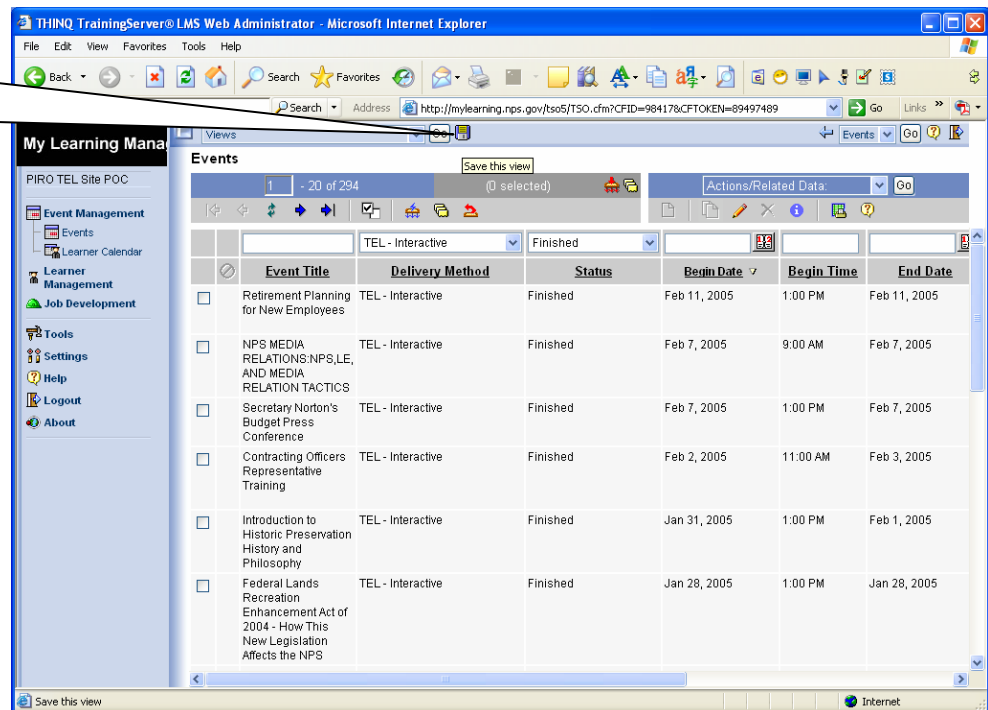
Sort by Begin Date

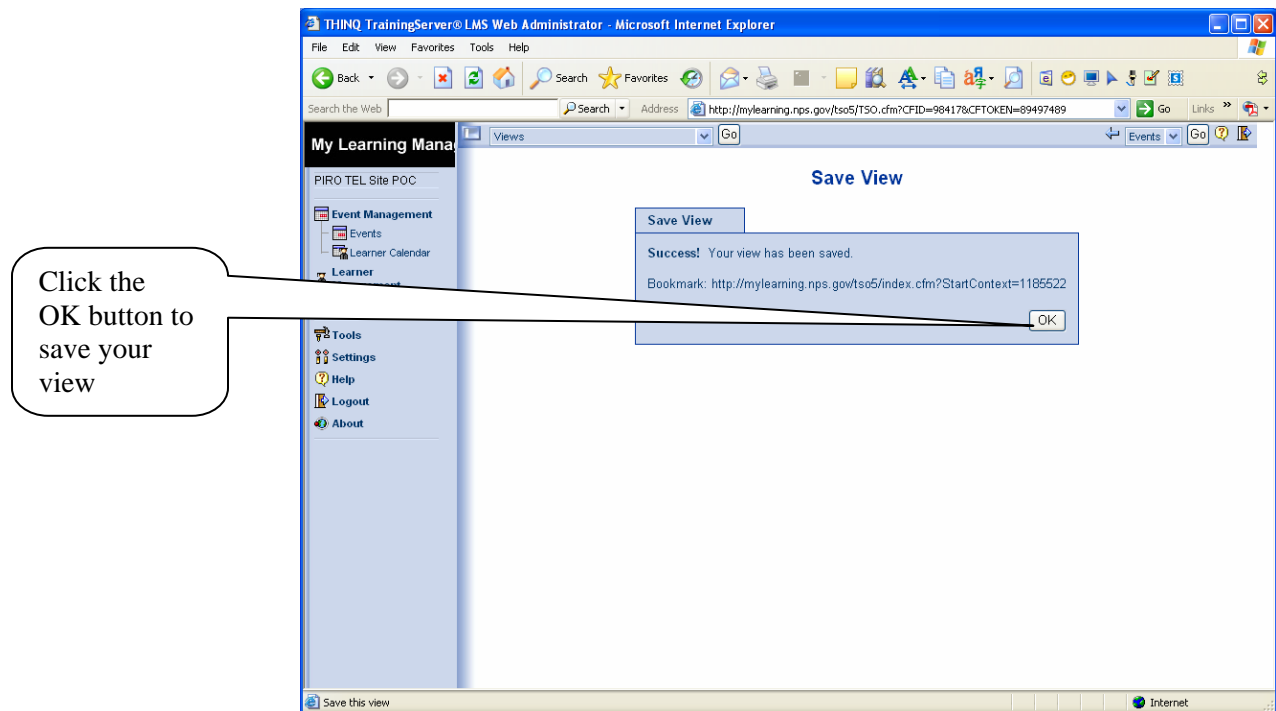
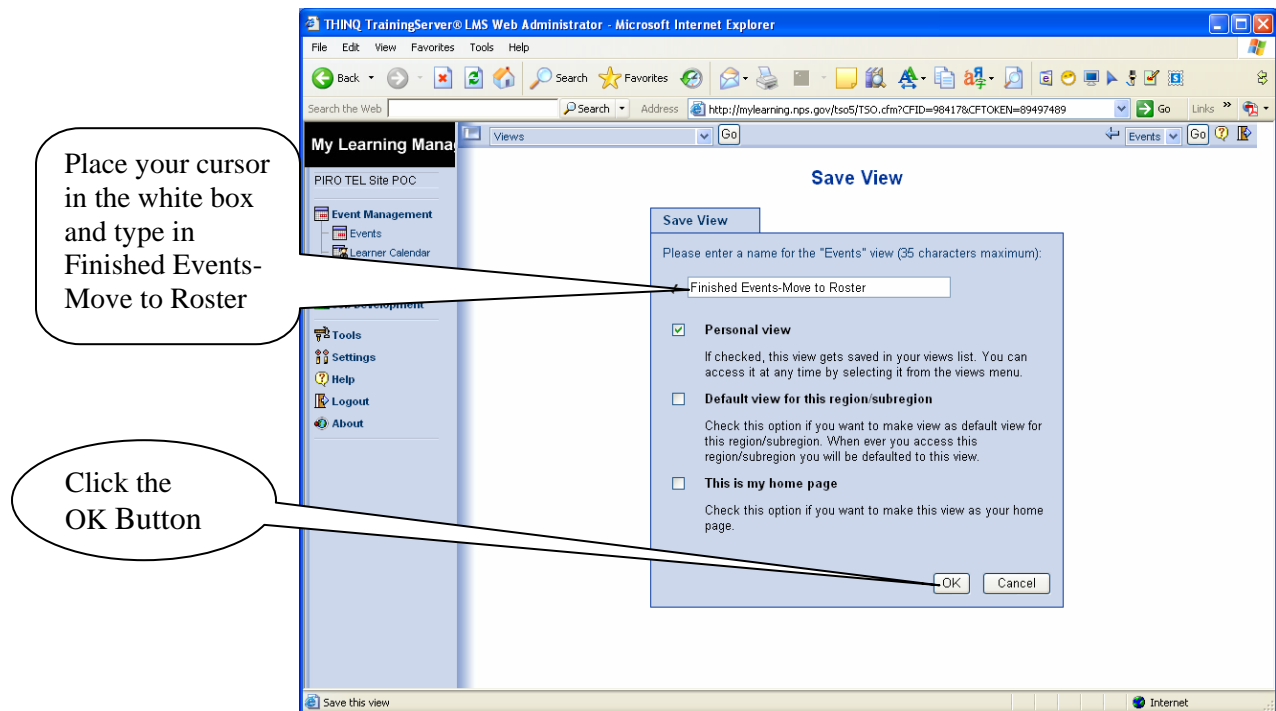
Event Title	Delivery Method	Status	Begin Date	Begin Time	End Date	Location
PM - Personal Protective Equipment	TEL - Interactive	Scheduled	Feb 15, 2005	2:00 PM	Feb 15, 2005	TEL
AM - Personal Protective Equipment	TEL - Interactive	Scheduled	Feb 15, 2005	10:00 AM	Feb 15, 2005	TEL
LEGAL UPDATE	TEL - Interactive	Scheduled	Feb 23, 2005	11:00 AM	Feb 23, 2005	TEL
LE REFRESHER MSCL-3HRS	TEL - Interactive	Scheduled	Feb 23, 2005	4:00 PM	Feb 23, 2005	TEL
NPS MEDIA RELATIONS: NPS, LE, AND MEDIA RELATION TACTICS	TEL - Interactive	Scheduled	Feb 28, 2005	10:00 AM	Feb 28, 2005	TEL
Leave Administration: The Mystery Unraveled	TEL - Interactive	Scheduled	Mar 3, 2005	11:30 AM	Mar 3, 2005	TEL
Hiring Flexibility: Navigating Through the Hiring Process	TEL - Interactive	Scheduled	Mar 4, 2005	1:30 PM	Mar 4, 2005	TEL
Interview Skills for Supervisors: Finding	TEL - Interactive	Scheduled	Mar 7, 2005	2:00 PM	Mar 7, 2005	TEL

You will now see all the TEL finished events 1-20 of 294 with the latest course the top entry.



Click on the disk icon – you will “Save this View”

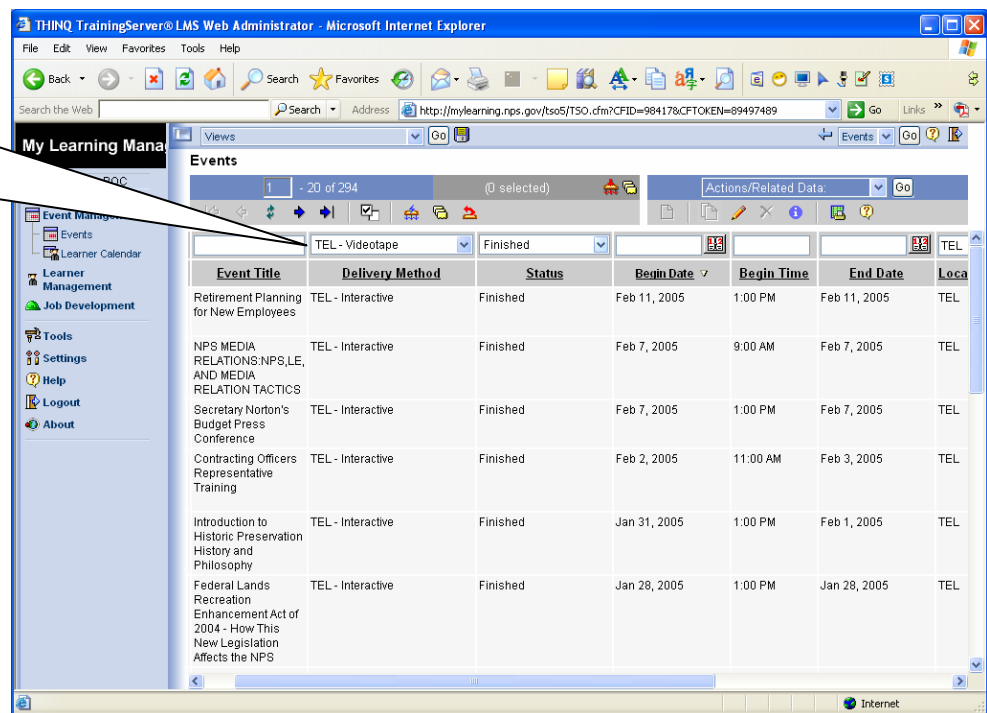




Congratulations! You just created and saved the View where you finalize the roster!

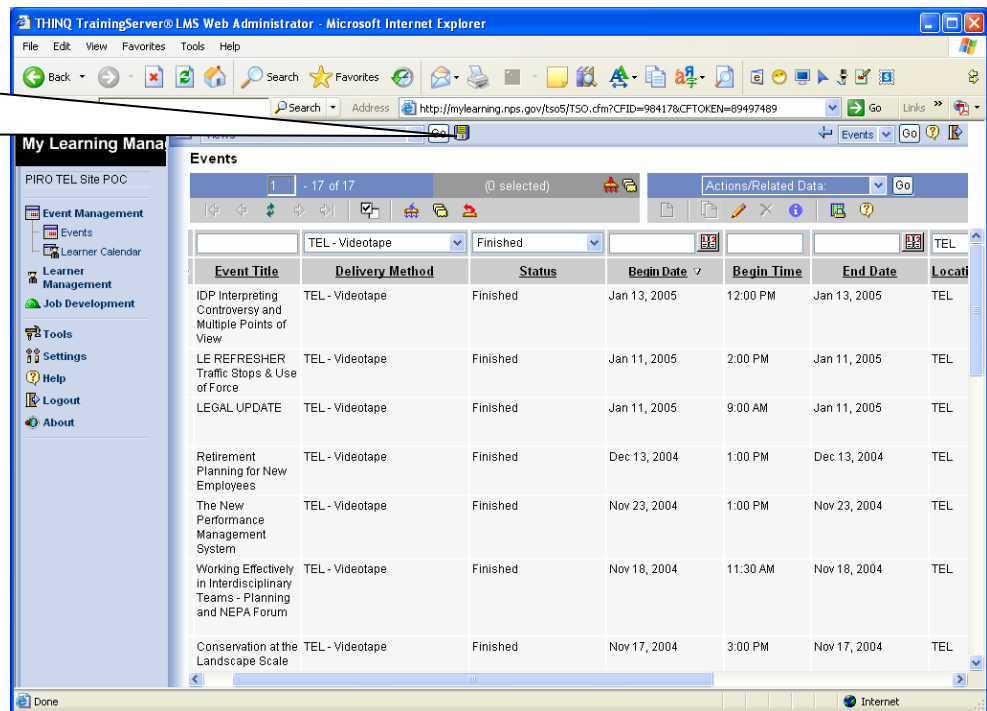
- This next screen you will set up the View where you add employees who have watched a tape of course that allows credit for watching videotapes.

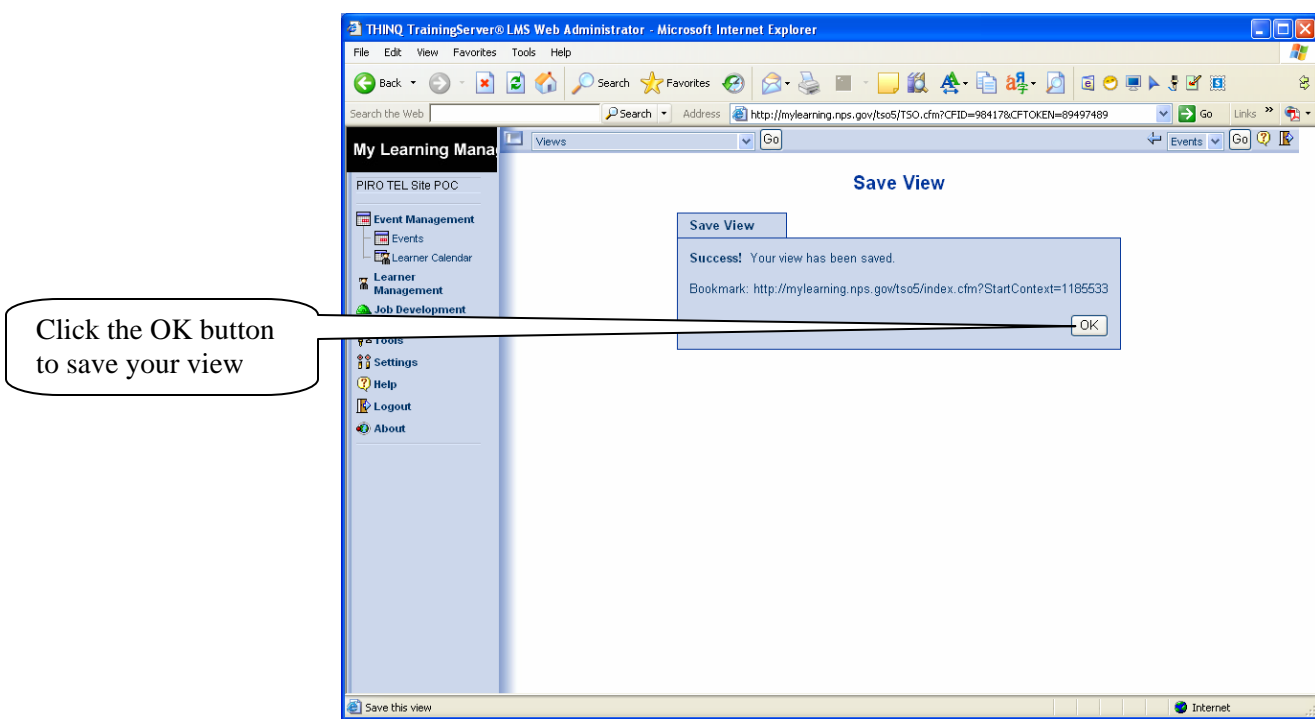
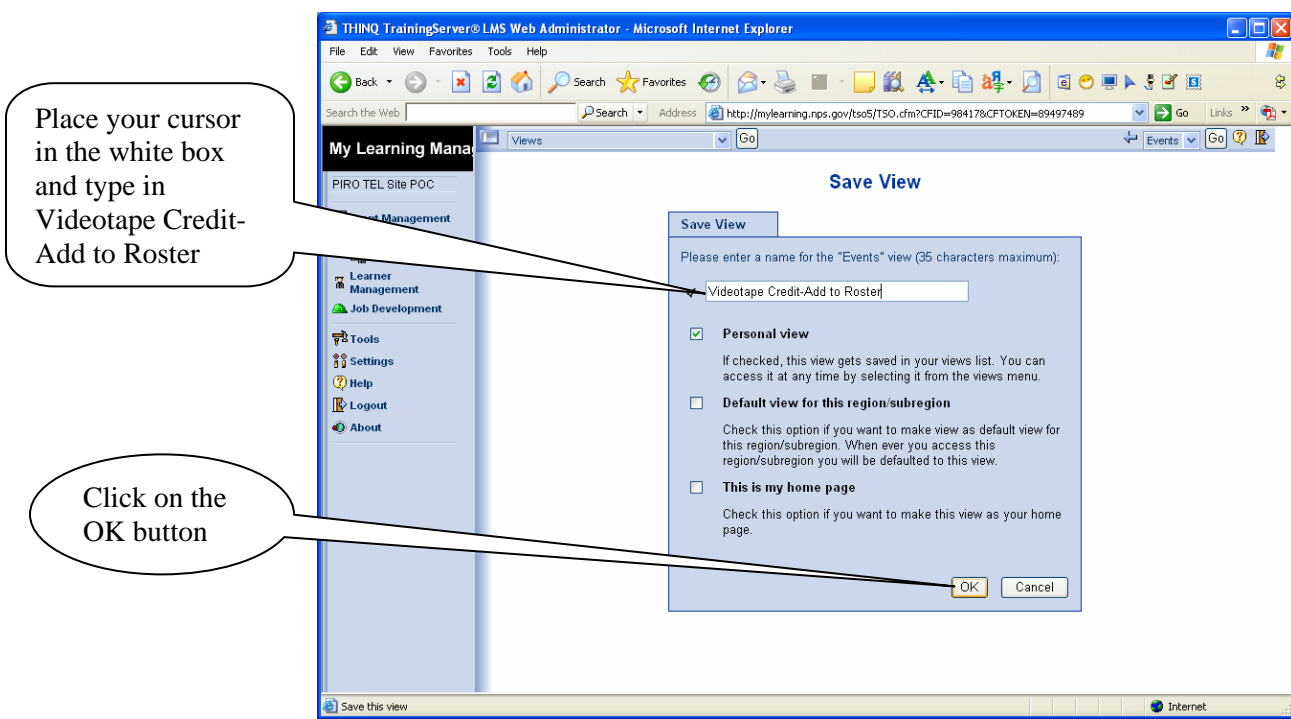
#1 Change the Delivery Method to TEL-Videotape, and press enter



You will now see all the TEL Videotape events 1-17 of 17 with the latest course the top entry.

Click on the disk icon – you will “Save this View”

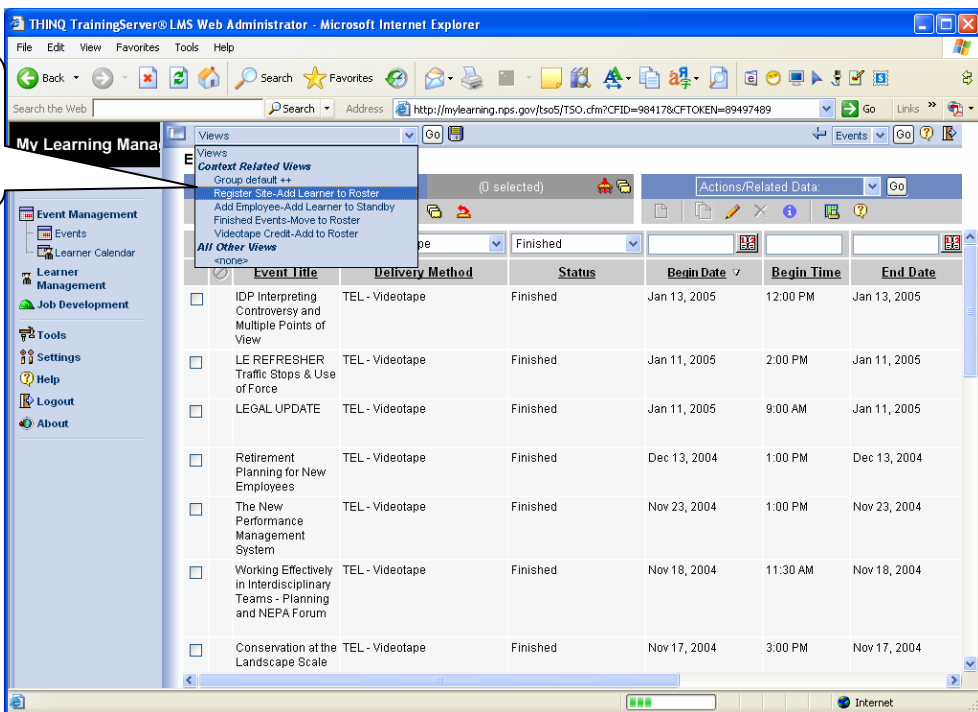




Congratulations! You just created and saved the View where you add employees when they watch a videotape of a TEL course that allows “credit”.

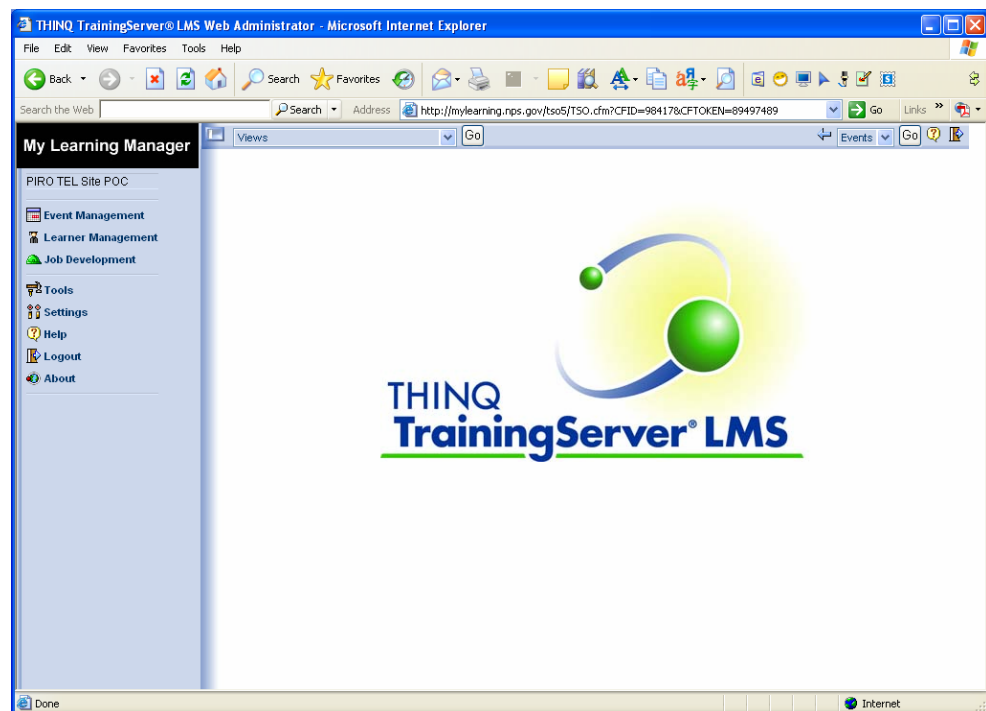
You now have all 4 Views that you need.

Click on the Views drop down menu – you now have all 4 views you need

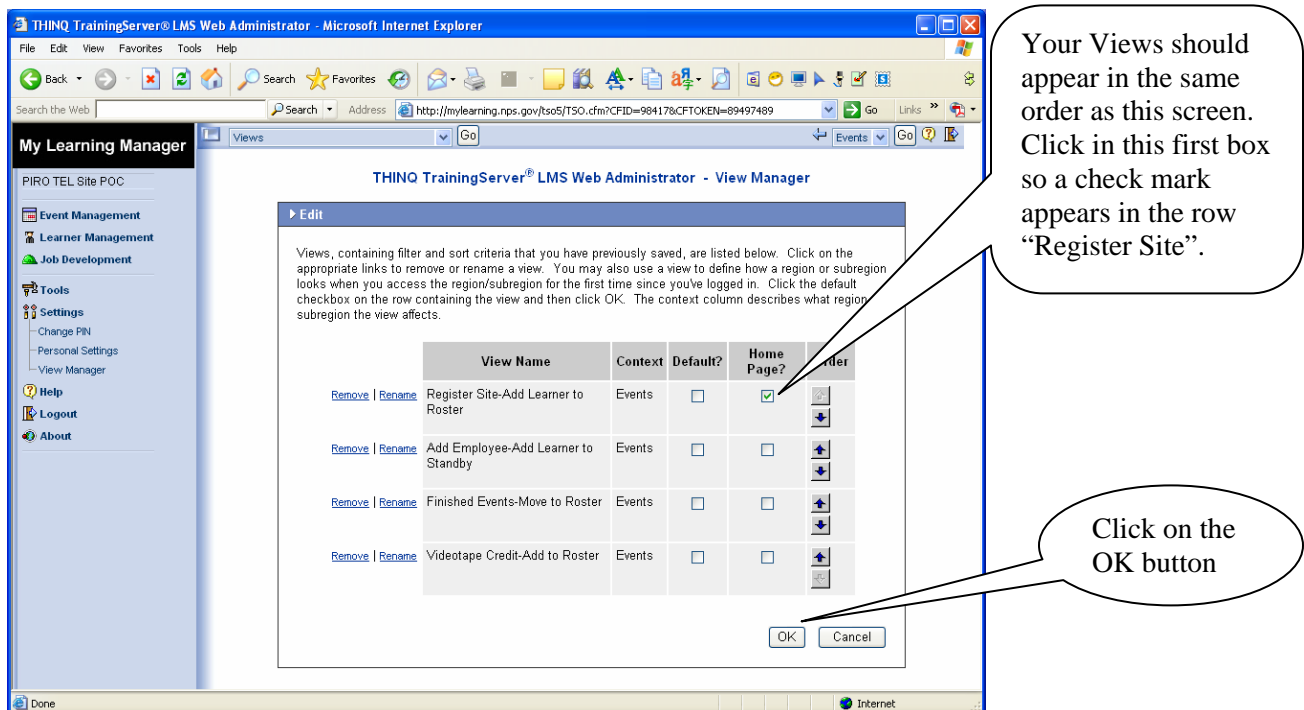
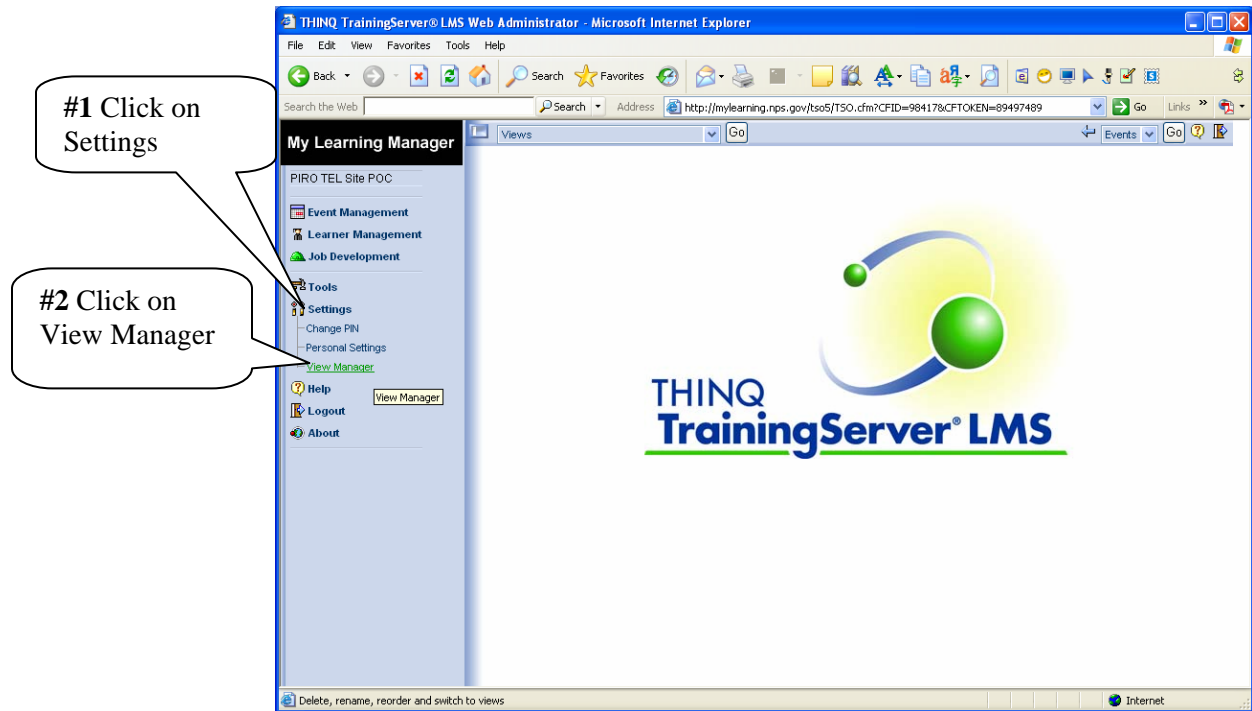


Event Title	Delivery Method	Status	Begin Date	Begin Time	End Date
IDP Interpreting Controversy and Multiple Points of View	TEL - Videotape	Finished	Jan 13, 2005	12:00 PM	Jan 13, 2005
LE REFRESHER Traffic Stops & Use of Force	TEL - Videotape	Finished	Jan 11, 2005	2:00 PM	Jan 11, 2005
LEGAL UPDATE	TEL - Videotape	Finished	Jan 11, 2005	9:00 AM	Jan 11, 2005
Retirement Planning for New Employees	TEL - Videotape	Finished	Dec 13, 2004	1:00 PM	Dec 13, 2004
The New Performance Management System	TEL - Videotape	Finished	Nov 23, 2004	1:00 PM	Nov 23, 2004
Working Effectively in Interdisciplinary Teams - Planning and NEPA Forum	TEL - Videotape	Finished	Nov 18, 2004	11:30 AM	Nov 18, 2004
Conservation at the Landscape Scale	TEL - Videotape	Finished	Nov 17, 2004	3:00 PM	Nov 17, 2004

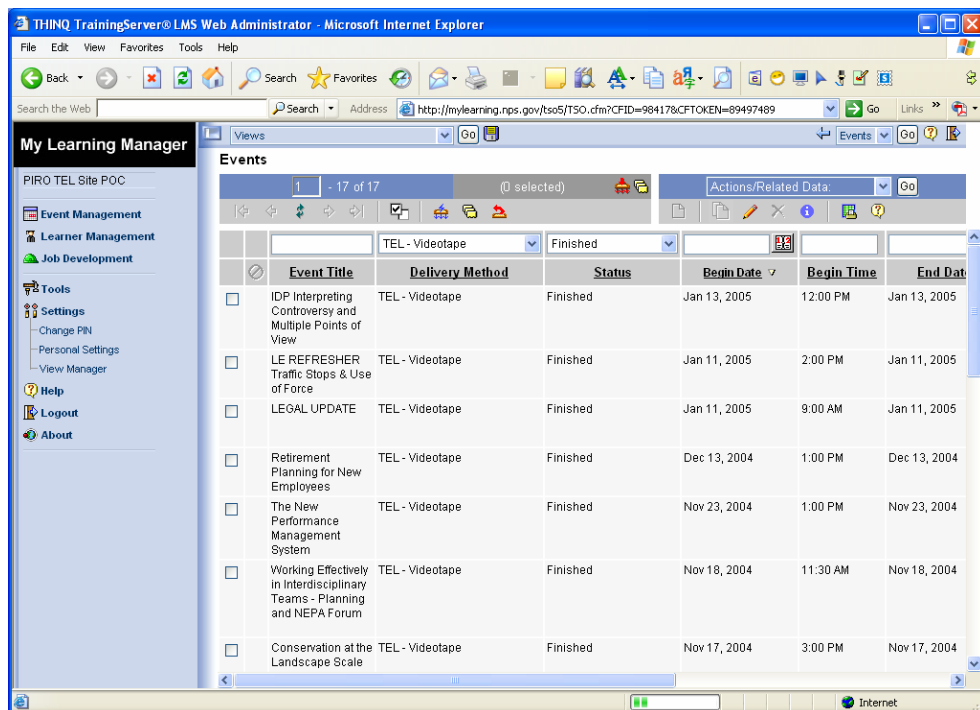
We have not set your “default” home page yet. When you press F5, you will get the below screen. If you don’t mind this being your “home page”, then you are finished. You can logout. If you would like to set your home page, go to the next page.



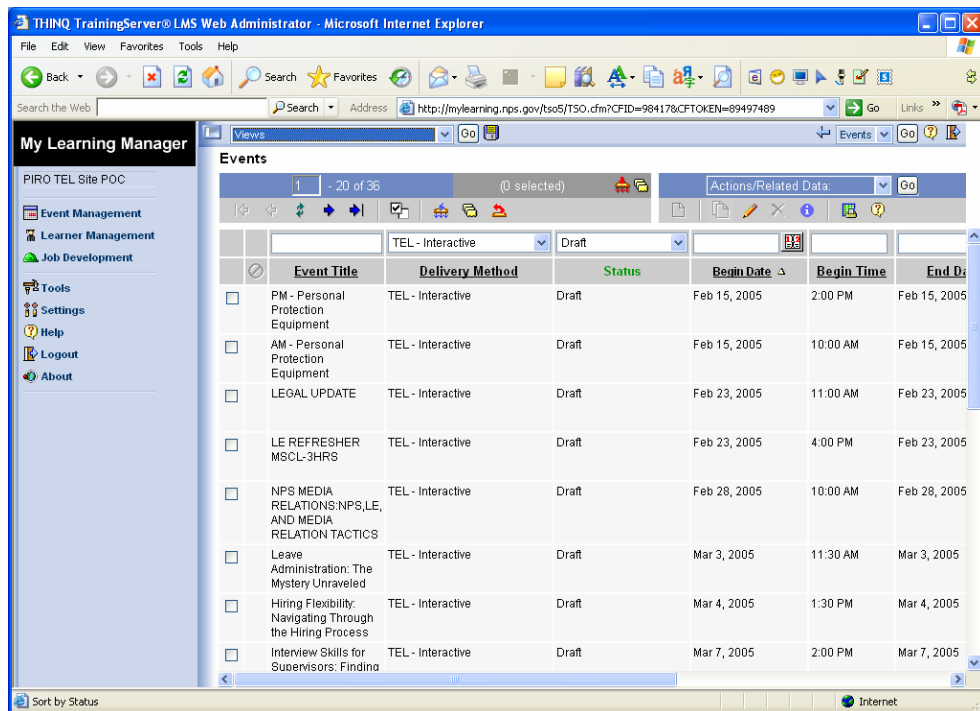
5. Changing your default home page.



This is the next screen that appears. Press your F5 key.



After pressing the F5 key, it should bring you to the below screen which is now your Home Page.



Congratulations! You've successfully added 4 Views and set your Home Page.